

DELAWARE TRANSIT CORPORATION

POSTING NO. 067-2015

POSITION VACANCY POSTING

DATE OF POSTING March 10, 2015

CLOSING DATE March 17, 2015

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, AN EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. on **March 17, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 121 JOB CODE #: 053

POSITION TITLE Secretary/Receptionist – South District

PAY GRADE 7 PAY RATE _____ PAY RANGE \$25,663 - \$32,079
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT South DEPARTMENT Marketing & Public Affairs
SECTION Customer Service

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Receptionist, South District provides basic telephone support services for the South District Administrative office. The Receptionist is responsible for greeting and directing visitors; answering and directing general phone calls to the appropriate person or voice mail; sorting and distributing incoming mail; processing location ticket requests; processing out-going mail, i.e. requests for ADA Paratransit applications/brochures, S.C.A.T. applications/brochures, Reduced Fare applications, ticket sales reorder forms, and bus schedules; cash register operation and weekly reconciliation of ticket card sales, and petty cash custodian for South District Administration.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in the operation of a multi-line telephone system.

Applicants must detail all experience in the operation of a multi-line telephone system.

2. Experience in greeting and assisting visitors and customers with bus schedules, ticket sales, and directing them to the appropriate contact person.

Applicants must detail all experience in greeting and assisting visitors and customers with bus schedules, ticket sales, and directing them to the appropriate contact person.

3. Experience in processing and distributing large volumes of mail.

Applicants must detail all experience in processing and distributing large volumes of mail.

4. Experience in cash reconciliation and data entry.

Applicants must detail all experience in cash reconciliation and data entry.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each Preferred Qualification."

Req.# XXXXXX